



Administrative Policies and Procedures: 27.28

Subject:	Post Orders
Authority:	TCA 37-5-105, 37-5-106
Standards:	ACA: 3-JTS-3A-05, 3-JTS-3A-06; DCS Practice Standard: 8-302, 8-306
Application:	To All Department of Children's Services Youth Development Center Superintendents and Security Employees

Policy Statement:

The Superintendent of each youth development center shall ensure that post orders are developed for each established security post. Post orders shall be reviewed annually, and revised as needed. Reviews will be documented.

Purpose:

To ensure assignments are prepared for each security post at the YDC facilities that specify what the post assignments entails and the procedures to be followed to carry out the assignments.

Procedures:

A. Security location/tasks	The superintendent must identify each location and/or task to which a staff member must be assigned for regular security.
B. Written post orders	<ol style="list-style-type: none">1. Requirement The superintendent or designee must write post orders for each established post.2. Contents Post orders must list specific instructions for the operation of each post in the following format:

	<div style="border: 1px solid black; padding: 10px;"> <p>Name of YDC: _____</p> <p>Post orders: _____</p> <hr/> <p>For post assignment (location):</p> <p>_____</p> <p>Approved (superintendent's signature):</p> <p>_____</p> <p>Review Dates: _____</p> </div>
C. Documentation	<p>1. Understanding</p> <p>Each employee assigned to a post, either permanently or temporarily, must read the post orders for that post and sign form CS-0184, Signature Legend to indicate that he or she knows and understands the orders prior to assuming responsibility for that post.</p> <p>2. Accessibility to orders</p> <ul style="list-style-type: none"> a) Supervisors must make post orders available to the employee manning the post but inaccessible to youth and other unauthorized persons. b) The superintendent must maintain at least two (2) sets of all current post orders. <ul style="list-style-type: none"> ◆ One set must be maintained in a secure location designated by the superintendent. ◆ The other copy must be kept on the post at a specific location designated by the youth service manager for security.
D. Obsolete pages	<p>Employees must retain any material removed from post orders and/or any filled signature legends on file and shall maintain for three (3) years.</p>

Forms:	<u>CS-0184, Signature Legend</u>
Collateral documents:	None